

Equality and Safeguarding Policy

[Return to Contents](#)

(This is an updated version of the policy first adopted by the Committee in February 2004.)

Equality principle

It is the policy of the Management Committee not to discriminate directly or indirectly against anybody (whether committee members, volunteers, contractors, employees, Hall users or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious beliefs, political beliefs or marital status.

Committee meetings

Any committee member with a disability may be accompanied at meetings by a carer/helper, in circumstances where the meeting would otherwise be only open to members.

Access for people with disabilities

We take positive steps consistent with the Disability Discrimination Act 1995 in the design and implementation of premises and services with access to all areas and the provision of a hearing loop in the main hall. Any carer accompanying a disabled person will be allowed free admission to any ticketed function run by the Committee. Free and unfettered access is also given to Assistance/Guide Dogs accompanying their owner/carers.

Hiring charges

We seek to ensure that our hiring charges do not prevent those on low incomes accessing the hall's facilities. Where we are made aware that people attending ticketed functions run by the Committee are in receipt of State income support benefits such as Universal Credit (or the prevailing equivalent benefit), the Committee may, at the organising member's discretion, offer reduced or free admission.

Vulnerable users

We have a duty to ensure there are adequate safeguards for vulnerable users of the Hall, which could include, for example: children and young people; adults with learning difficulties or physical disability; and frail or elderly people and carers. Areas of risk might include (e.g.): abuse (physical, verbal, racial, sexual, etc.), bullying, exclusion or neglect. To this end:

- Committee members are made aware (through this Handbook) and hirers are made aware in the Hiring Agreement, of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification.
- When undertaking risk assessments, the Committee will assess potential safety risks for vulnerable adults and children, such as their ability to read safety notices.

- No Committee member will have unsupervised access to vulnerable persons unless they have been appropriately vetted and trained.
- Any organisations or individuals hiring the Hall for activities where Ofsted registration is required should show their registration and evidence of their own Child Protection Policy.
- If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.
- Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.

If any member spots something that causes concern, it is important to take action even if unsure as those you could be helping may be more vulnerable and less able to protect themselves than others. In an emergency, call 999. For all non-emergency concerns, there is a dedicated safeguarding team in Staffordshire, and they can be contacted as below.

Children: First Response Team (FRT) - 0800 131 3126
(Between 8am and 5.30pm and 4.30pm on a Friday)
Or Emergency Duty Service (EDS) - 0845 6042 886
(Outside of 8am and 5.30pm)

Adults: Vulnerable Adult Referral 0345 604 2719

As this is very much a principle-based policy, it should not need to be reviewed on an annual basis like other policies, but it should be monitored by all Committee members in terms of any changes in the law or guidance that comes to their notice.

[Return to Contents](#)